

## New Application Exhibit Space Information 2006

<b>Purpose of Fact Sheet:</b>	The following facts are policies, procedures and guidelines you should be aware of when applying for space as a concessionaire. <i>Unless stated otherwise, the word “Concessionaire” shall mean a Food Concessionaire, Commercial Exhibitor, Exposition Hall Exhibitor, Machinery Field Exhibitor or Outside Exhibitor.</i>
<b>New Applicants:</b>	New applicants submitting an application must pay a deposit of \$100.00. If an applicant is placed, the deposit will be applied towards the contract amount. New applicants will be refunded the \$100.00 application deposit if ISF is unable to place you.
<b>Photo Requirements:</b>	All applicants are required to submit a photo or schematic drawing of the trailer, stand (tent) or booth operation for each application that is being submitted.
<b>Rental Formulas:</b>	All commercial exhibit space – indoor or outdoor – is leased for the entire run of the Fair. Additional charges will be assessed for footage over 20’ in depth. For inside space see rates below.
<b>Rental Rates:</b>	<b>Indoor exhibit space</b> – is leased for the entire run of the Fair. 10’x10’ @ \$850.00; 20’x10’ @ \$1300.00; 20’x20’ @ \$1700.00. Additional Charge of \$100.00 per corner. <b>Outdoor exhibit space</b> – Minimum of 15’ sold @ \$75.00 per front foot. <b>Machinery Field exhibit space</b> - \$800.00-\$900.00 per lot for Ag related products or \$75.00 per front foot for <b>non-Ag related products</b> .
<b>Percentage Rates:</b>	All Vendors assigned to a percentage rate will pay a guarantee deposit. The non-refundable guarantee deposit is calculated on the front footage and depth of the space by using the location per foot rental rate, unless otherwise so stated. Vendors will pay their assigned percentage (see below) of the gross sales after taxes OR the guarantee deposit, whichever is greater. <b>Food &amp; Beverage</b> 20% (All outside locations) Buildings are 30% <b>Novelty Locations</b> 25% <b>Air-brushed T-Shirts</b> 20%
<b>Types of Space Available:</b>	<b>Indoor</b> Exposition Hall totals 74,000 square feet with air-conditioning, concrete floors, and overhead doors. <b>Outdoor</b> exhibit space for booths, trailers, and tents with electrical hook-ups. Some locations have water hook-ups available.
<b>Hours of Operation:</b>	<b>Exposition Hall</b> is open to the public; Sunday – Thursday 9 am to 9 pm. Both Friday and Saturday – 9 am – 10 pm. <b>Outdoor exhibits</b> are open to the public at least by 10 am and not close prior to 10 pm Sunday – Thursday. Both Friday and Saturday open at least by 9 am and not close prior to 11 pm.
<b>Items to be Sold:</b>	Please provide a <b>complete</b> list of proposed products/items for consideration on your application. We will review and approve only those items that can be sold from your exhibit space.
<b>Novelty Items:</b>	Helium balloons, t-shirts, lighters and noise making items are not allowed. Items with an adhesive backing are not to be given away. This includes bumper stickers, stick-ons for clothing, etc.
<b>Weapons:</b>	The following list of items <b>will not be permitted to be sold/displayed</b> such as; guns, knives, ninja weapons AND not necessarily limited to only these items. A representative of the Concession Office will make that final decision.
<b>Sales Tax:</b>	Commercial sales tax for all sales is 6% for the State of Indiana Food Vendors sales tax is 8% (includes state, dome and stadium combined)
<b>Storage:</b>	Indiana State Fairgrounds does not have any storage space for rent; you must provide your own storage on-site or off-site.
<b>Admission:</b>	All exhibitors and their employees must pay admission to enter each day. Discounted Exhibitor tickets are available for \$5. Two (2) Photo ID’s are provided per contract. More information will be provided if awarded a contract.
<b>Insurance:</b>	A certificate of insurance for property damage (\$25,000 min.) and liability (\$100,000 min.) <i>must be submitted with signed contracts to cover your operation. Certificate must name Indiana State Fair as certificate holder or additional insured.</i>
<b>IRMC:</b>	Anyone doing business in the State of Indiana is required to have an <b>Indiana Retail Merchants Certificate</b> and must supply a copy of this information to the Concessions Office. If you need a license or have any questions, please contact the Indiana State Department of Revenue @ 317/232-1851.
<b>Tent Requirements:</b>	Stands and tents must meet the approval of the Concessions Office. Tents must be of a higher quality than the standard pop-up tent. All tents must have label affixed to it indicating it is <b>FLAME-RESISTANT</b> or paper work must be available indicating material has been treated with a <b>FLAME-RETARDANT</b> . Any questions regarding your tent or stands, please ask the Concession Office. We do not furnish any concession stands or tents. No part of a stand -- awning – hitch – etc. is to extend over the sidewalk or into the street.